

an office of logistics architect is scheduled to survey the DCI's residence on 25 October. The plans to be developed will show floor layouts, electrical and mechanical systems [redacted]

FACILITIES MANAGEMENT DIVISION  
WEEKLY REPORT FOR PERIOD ENDING 13 OCTOBER 1986

1. Status of Tasks Assigned by Senior Management:

b. Design Branch completed the survey of the DCI garage. The drawing will be used by the Logistics and Security Staffs for keeping track of parking allocation, planning for contractor staging areas and both VIP and DCI movement. [redacted]

2. Major Events That Have Occurred During the Preceding Week:

a. The Passenger Vehicle Section transported 411 passengers on the 15th of October. These were all special runs. Two chartered buses from American Coachlines were used along with the Passenger Vehicle Section's fleet [redacted] and one dispatcher, driving a mini-bus and a sedan helped to complete this task. A total of 84 man hours was used to complete these specials. [redacted]

b. Special limousine service was provided for the DDO/EUR Division from Thursday, 16 October through Monday, 20 October. A total of 52 hours was used to support this project. [redacted]

c. The Motor Pool's Passenger Vehicle Section supported the following special services on Saturday, 18 October and Sunday, 19 October: DDO/LA, DDO/EUR, DDO/EA and DDO [redacted]

d. Representatives from the Mail & Courier Branch visited the mail processing and dissemination facility at [redacted] on 17 October. They were given a demonstration of that facility's security screening system; a Scanray Linescan System 10 x-ray unit, manufactured by Astrophysics Research Corporation. The x-ray systems offered by Astrophysics are similar in design, cost and operations to those manufactured by Philips Electronics. Philips Electronics units were surveyed earlier this month. A comparison analysis is being done at this time to determine which unit manufacturer best meets our requirements. [redacted]

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No  
e. On 14 October, a total of nine square yards of carpet tile was removed because of water damage from Room 401, Key Building for FBIS. Replacement was not requested. A total of 6 staff and 15 Kane manhours was expended at this time.

25X1

No  
f. On 15 October, 5,985 pounds of burn waste were hauled to the Andrews Air Force Base incinerator.

25X1  
25X1

No  
g. On 14 October, 4,275 pounds of classified soluble waste were picked up from the TRW-2 Building per OIT's request.

25X1

No  
h. CPAS/DDI requested relocation of 30 light tables, 20 L-units, 20 conservafiles, 50 five-drawer map cases, 30 taborets, and 20 large file cases on 15 October. Total of 29 staff and 78 Kane manhours were required.

25X1

No  
i. A total of 201 superstructures was delivered to SOVA/DDI on 18 October. They were delivered to the 4th and 5th floors of the Headquarters Building. A total of 55 staff and 54 Kane manhours was used.

25X1

No  
j. The physical move of the SOMAT equipment to the New North Dock was completed this week. All three machines are now working. The removal of the excess equipment should be accomplished this week and the entire job should be completed by 31 October.

25X1

No  
k. On 16 October, BSB/FMD/OL relocated 40 four-drawer safes from its stock to BC-11 Headquarters. A total of 25 safe backorders will be filled from this stock. A total of 42 staff and 52 Kane manhours was expended.

25X1

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25X1

No  
l. Allied has received a project to renovate two existing vending machine areas, room 4E43 and 5E41 to office space for the DDI. The vending machines will be moved to the area of the yellow elevators. The total square footage is approximately 750 and Allied has started the renovations of the new areas on both floors.

25X1

No  
m. There was an unscheduled VEPCO power outage on Saturday, 18 October, at approximately 2045. The duration was instantaneously with no interruption to the utilities. All Uninterruptible Power Systems (UPS) functioned properly with no interruption to the utilities. The number one carrier chiller unit went down but was reset without any loss of chilled water to the computer centers.

25X1

n. Allied will start the switchover of the interior air handlers on 20 October adhering to the following schedule:

20 October - South Penthouse  
21 October - North Penthouse  
22 October - Printing and Photography Building  
22 October - South Basement and Machine Room  
23 October - North Basement and Machine Room  
24 October - Kitchen Fan Room and Auditorium

On 24 October all perimeter induction systems will be changed to the heating mode. This will permit the skin of the building to be heated if required. If weather conditions change and heat is not required, the steam can be turned off to these units allowing the circulating water to cool to space temperatures.

o. Allied was sent a quick start memorandum to renovate approximately 400 square feet of office space in room GK61 for the Office of Information Technology with a request for completion by 24 October.

3. Upcoming Events:

a. On Sunday, 26 October, there will be a scheduled power outage in the Headquarters Building from 0800 to 1200 hours. Areas affected by the outage in the Headquarters Building will be 1A53, 1B05, 1B07, 1B27, 1B35, 1B43 (Headquarters Communications Center), 6B23 and the Microwave Room in the South Penthouse. The Maintenance Branch, FMD,, and OIT personnel have coordinated this outage to make a permanent bypass to a failed breaker, do preventative maintenance on switchgear in A vault and associated power panels, replace defective transfer switch and disconnet switch.

The effect of this outage will be a shutdown of all secure voice and secure data circuits which transit the Headquarters Building, as well as access to the various computer centers from external facilities.

b. Building Services Branch, FMD, is assisting the Employee Activity Association with its Activities Fair being held in the 1J Corridor 21 to 23 October. Twenty tables and forty chairs have been requested for delivery the evening of 20 October.

*What's it all mean to us laymen -  
nothing for DDA*

*Staff notes only*

*No already passed to the Duty Officer*

*No*

*No*

*idea for DDA report*

25X1

4. Management Activities and Concerns:

*Yes follow up on previous weekly meeting*  
*No* a. The major emphasis this past week has centered on a briefing for the DI, ADDI and other members of the DDI Administrative Staff concerning space for OIA. The briefing was presented on 20 October and FMD's recommendations that the OIA Technical Systems be located on the ground floor, with office space on the 4th and 5th floors, was accepted.

b. A luncheon was hosted by the DDA on 21 October for the President, Executive Vice President and Vice President of Ogden Allied Services Corporation. At the conclusion of the luncheon, arrangements were made for a ~~quick~~ tour of the New Headquarters Building.

*No* c. Discussions are underway with OTE concerning use of trailer space at the Motor Pool for Arabic language classes.

*No* d. During the next reporting period several visitations have been arranged, a Facilities Management Board meeting is scheduled, and we plan to meet with Headquarters logistics officers as part of our continuing series.



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Chief  
Facilities Management Division, OL

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